



Festival Administrator (Part-time, Fixed-Term Contract)

Role Summary:

Toolbox Percussion is seeking a detail-oriented and proactive **Festival Administrator** to support the administration and operations of major activities during the first quarter of 2026. Reporting to the Executive Producer, the Festival Administrator will work closely with two full-time colleagues, with exposure to work along with the Artistic Leadership Team to ensure the smooth delivery of the Australia Tour, TICAFEST at East Kowloon Cultural Centre, and 18dARTS at Tai Po.

This role will focus on managing artspace administration and providing essential support during the festival period and performances. The position offers an exciting opportunity to contribute to a vibrant arts organization while working in a dynamic and collaborative environment.

Key Responsibilities:

1. Administrative and Operational Support:

- Manage daily administrative tasks, such as correspondence, filing, and maintaining organized records.
- Assist in the scheduling, coordination, and logistics of festival activities, including rehearsals, performances, and events.
- Support artspace operations at Toolbox Percussion's Offices in Kwun Tong, ensuring smooth workflows and communication among team members.

2. Event and Festival Coordination:

- Provide on-site and off-site support during festival periods and performances.
- Work closely with other team members to coordinate with artists, vendors, and other stakeholders.
- Assist in monitoring timelines and deliverables to ensure all events are executed seamlessly.

3. Collaborative Support:

- Work alongside the artistic team, including the Artistic Director, Assistant Artistic Developer and Festival Guest Artistic Director, to facilitate festival programming needs.
- Support two full-time colleagues in executing key administrative and production tasks.

Key Attributes and Qualifications:

We are seeking a passionate arts administrator with the following qualifications and skills:

- **Education:** Bachelor's degree or above in Arts Administration, Cultural Management, or a related field (current students are welcome).
- **Experience:** Previous experience in arts administration, event management, or production support is preferred.
- **Skills:**
 - Proficiency in Google Suite and Apple Office Suite.
 - Knowledge of Canva and Adobe applications is an advantage but not required.
 - Strong organizational skills, self-initiative, and the ability to meet deadlines in a fast-paced environment.
 - Excellent written and verbal communication skills in both Chinese and English.
- **Residency:** Must be a Hong Kong Permanent Resident aged 18 or above.

Engagement Details:

- **Contract Period:** 5 January 2026 – 24 May 2026 (approximately 20 weeks).
- **Work Hours:** 32 hours per week (3 office days + 1 hybrid/offsite day). Full availability will be required during festival periods and performances.
- **Pay:** Total sum of **HKD 60,000** for the entire engagement period.
- **Location:** Toolbox Percussion Offices, Kwun Tong, Hong Kong SAR.

Block Out Holidays:

- Chinese New Year: 16–22 February 2026.
- Easter: 1–8 April 2026.

Application Details:

Interested candidates should send an expression of interest letter to **retired@toolboxpercussion.org**. Applications will be reviewed on a rolling basis, and the position will remain open until filled.

Enquiries:

For any questions about the role, please contact us at **retired@toolboxpercussion.org**.